A New Year, A New Design

From the Head

Is the World Our Oyster, and if so, How do we Turn Regional Grit into Global Pearls?

Queen’s University has chosen an international focus as one strategic objective, as did the medical school during our current visioning exercise. Southeastern Ontario may be the place we live and work but all of us are aware of global standards. This is most true in research, especially in the basic sciences, which comprises an international community testing hypotheses which do not recognize political boundaries.

Education and clinical service are more rooted in our community. But certain activities can and should have relevance to a much wider community. Some examples of recent departmental success and international recognition include the Neuropathology group, the DNA laboratory, Lewi Tomalty and Gloria Delisle in interactive multimedia CD Rom development, and Dick Zoutman in malaria testing in Guyana. Sam Ludwin and I have chaired committees of international organizations focusing on pathology in the less developed world. Do we have other examples? If departmental members have the desire to explore and initiate programs, there would be support within our academic community and our department.

Queen’s Expert List
Queen’s is now finalizing their expert list which they hope to post on the Queen’s website by early February and have published for distribution to the media by late February. Faculty in the department will be receiving information and a questionnaire shortly. It is important that these forms be completed and returned. Please complete these questionnaires and return to Barb Latimer in Dr. Manley’s office by Monday, January 13th.

Upcoming
Events

Dr. Duncan Sinclair, chair of the Ontario Health Services Restructuring Commission, will visit Queen's on Jan. 10 to give an update on the restructuring of Ontario hospitals. Dr. Sinclair, former vice-principal of health sciences at Queen's, will speak at noon in Room 202 of the School of Policy Studies. His talk is part of the school's monthly Friday Lecture Series.

Undergrad Info

Pathology 420 Seminars: Beginning January 28th, the Path 420 students will be giving seminars based on their on-going research projects. Pathology faculty and graduate students are encouraged to attend. All seminars will be held in Richardson 107.

Tues., Jan. 28
1:30 p.m. Ben Matthews
"Alteration in cell cycle characteristics by the oncoprotein E2A-PBX1" Supervisor: Dr. D. LeBrun
2:00 p.m. Tina Subissati
"Development of an MRP epitope tagging system" Supervisor: Dr. S. Cole
2:30 p.m. Heather Cummings
"Topoisomerase II beta gene organization" Supervisor: Dr. S. Cole

Tues., Feb. 4
1:30 p.m. Gillian Ramsey "In vivo comparison of in vitro effects of plasmin and HNE on Factors V and IX" Supervisor: Dr. A. Giles
2:00 p.m. Sabrina Lee "A human homologue of the Rad1 cell cycle checkpoint protein of S. pombe" Supervisor: Dr. S. Davey
2:30 p.m. Ryan Watson
"Insertion mutagenesis by illegitimate recombination: Tagging proteins with green fluorescent protein" Supervisor: Dr. P. Young
3:00 p.m. Mark Linder
"Searching for mutations involved in MEN2A" Supervisor: Dr. L. Mulligan

Tues., Feb. 11
1:30 p.m. Michelle McCloy
"Inhibition of nicotinic receptors in the brain by factors produced by lung cancer" Supervisors: Dr. B. Campling/ Dr. G Ross/ Dr. Jhamandas
2:00 p.m. Ritu Aul
"Characterization of the RET promoter" Supervisor: Dr. L. Mulligan
2:30 p.m. Rebecca Amer
"In vivo effects of Xa/PCPS on vWF in rat plasma and aortic tissue" Supervisor: Dr. A. Giles
3:00 p.m. Natalie Rodney
"ALA-induced PpIX accumulation in malignant transformation" Supervisor: Dr. J. Kennedy

Research Events

Department of Pathology Research Seminars: Tuesdays, 4:00 pm
Richardson Amphitheatre, Richardson Labs

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<tr>
<th>DATE</th>
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<tr>
<td>January 14</td>
<td>Dr. Raymund Wellinger, University of Sherbrooke</td>
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<tr>
<td>January 21</td>
<td>Mr. Jay White, Graduate Student, Dept. Pathology</td>
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<td>January 28</td>
<td>Dr. Don Maurice, Depts. Pathology, Pharmacology &amp; Toxicology</td>
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<td>February 4</td>
<td>Dr. Charles Graham, Dept. Anatomy &amp; Cell Biology</td>
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<td>February 11</td>
<td>Mr. Dennis Kim / Mr. Damir Karaturovic, Graduate Students, Dept. Pathology</td>
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<td>February 18</td>
<td>Reading Week</td>
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<td>February 25</td>
<td>Dr. Rick Riopelle, Dept. Medicine</td>
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March 4  |  Mr. Mian Gao, Ms Kim Wynd, Graduate Students, Dept. Pathology
March 11 |  Dr. James de Caprio, Harvard University
March 18 |  To be announced
March 25 |  To be announced
April 1  |  Dr. C. Bear, University of Toronto
April 8  |  Dr. Graham Cote, Dept. Biochemistry
April 15 |  Ms Kelly Wilton / Ms Chunyan Li, Graduate Students, Dept. Pathology
April 22 |  Dr. Stephen Pang, Dept. Anatomy & Cell Biology
April 29 |  To be announced
May 6   |  Dr. Vince Morris, University of Western Ontario
May 13  |  Mr. Jin Gui / Ms Sarah Ely, Graduate Students, Dept. Pathology
May 20  |  Dr. Ed O’Brien, U. of Ottawa Heart Institute
May 27  |  Dr. Irene Andrulis, University of Toronto

Comedy Break
How many U of T students does it take to change a lightbulb?
Two--One to change the lightbulb and one to crack under the pressure.

Graduate News
Schedule of deadlines for the Spring 1997 degree list
March 14th: Last date for submitting thesis for Ph.D. Oral examination
April 03: Last date for submitting thesis for master’s oral examination
April 18: Last possible date for holding oral thesis exam
April 25: Last possible date for submitting thesis to Graduate School for final permanent binding

Comedy Break
How many Algonquin students does it take to change a lightbulb?
Only one, but he gets six credits for it.

ATTENTION GRADUATE STUDENTS: Please ensure that you and your supervisor will be available on the date that you are scheduled to give your seminar. Enquiries should be directed to Dr. Bruce Elliott or Ms Barb Saunders.

FYI
Manual Revisions - 1996
The new manuals for set up, direct stains/serology and specimen type workup have been completed. They will be available now for information only. Implementation of the changes will take place over the next few weeks. The implementation times will be noted at the weekly microbiology meetings at both KGH and HDH.

Dr. Gloria Delisle, Director of Microbiology would like to thank all the members of this committee that produced this document. They are: Ms Dianne Armstrong, ART; Ms Lil Campbell, MLT; Ms Barbara Dauksch, MLT; Ms Karen Dillon, MLT; Ms Linda Fidler, ART Laboratory Manager; Ms Nancy Grant, MLT; Ms Aimee Shannon, ART, Dr. Lewis Tomalty, Associate Director of Microbiology and Dr. Dick Zoutman, Associate Director of Microbiology.

Integration of Electron Microscopy in Richardson Laboratories and Botterell Hall
As of January 1997, the electron microscope facilities in Richardson Laboratories and Botterell Hall will be much more closely linked that in the past. Both microscopes in Richardson will be put out of service. The two microscopes in
Botterell Hall, the H7000 and the H500 TEMs will be maintained as functional transmission microscopes. Both these instruments will be available for use for research by members of Pathology and Anatomy by booking in advance. Charges will be maintained on the current basis. The H500 will be used for clinical material.

The preparation of tissues will still be carried out in Richardson Laboratories, and the dark rooms will remain in operation.

This amalgamation is necessary in the interests of increased fiscal efficiency, and hopefully increased availability of resources and expertise. Although the use of electron microscopy is decreasing, the need for some ultrastructure remains an important component in many research projects. For example, in addition to "the picture at the end of the paper", and analysis of specific ultrastructural features and alterations, EM is uniquely useful in the identification of virus particles within specific cells, cells in apoptosis, and the use of immunocytochemistry at the EM level provides important information. EM can provide vital diagnostic information. All these approaches are currently available and details can be provided on request.

The Facility in Botterell Hall will be under the joint direction of Drs. Fred Kan and Mary Richardson, and we would like to take this opportunity to thank those faculty members who contributed to the application to the MRC for support in the maintenance of this facility. We can only hope our application is successful, and that we do not have to approach you yet again to reapply.

**Comedy Break**

| How many Nipissing students does it take to change a lightbulb? |
| None--Sudbury looks better in the dark. |

**DEPARTMENTAL CHRISTMAS PARTY**

The annual Christmas party, held on December 6th was a huge success. Approximately 150 were in attendance, including past Head Dr. Nathan Kaufman and past faculty member Dr. Daria Haust. Many door prizes were presented. A good time was had by all. You should have been there!

**Retirement of Ed Tyerman**

Ed Tyerman retired November 30th 1996. A luncheon and afternoon cake were held for Ed on his last day where he was presented with gifts from friends, coworkers and the Department. The following is a thank you from Ed: “All the years I have walked through the Queen’s parking lot and past the Art Centre, I’ve been able to see the clock tower at Grant Hall, the painting means so much to me! Thanks to all for a wonderful retirement day - I have enjoyed working with everyone. Thank you.” Ed Tyerman.

**Prizes for Excellence in Research, 1997**

Once again Research Services is calling for nominations for the 1997 Prizes for Excellence in Research. The procedures, as approved by Council of the School of Graduate Studies and Research are available in Dr. Manley’s office. Nominations should include the curriculum vitae of the nominee and a covering letter which should address the nominee’s achievements in research and the importance of his/her contributions to the discipline. Names of several authorities both within and outside of Canada to whom reference may be made should also be included. Nominations must be received by Dr. B.J. Hutchinson, Director of Research Services, Fleming Hall, Room 301 by **Friday, February 14, 1997.**
How many Waterloo students does it take to change a lightbulb?
five --one to design a nuclear-powered one that never needs changing, one to figure out how to power the rest of Waterloo using that nuked lightbulb, two to install it, and one to write the computer program that controls the wall switch.

J.C. Boileau Grant Chair in Oncologic Pathology
The J.C. Boileau Grant Chair in Oncologic Pathology has been established at the University of Toronto and will be based at the Ontario Cancer Institute/Princess Margaret Hospital. The following is a copy of the advertisement inviting applications.
Applications are requested for a position of a clinician-scientist in the Department of Pathology, University of Toronto, to provide academic leadership in oncologic pathology at the OCI/PMH. The incumbent will occupy the J.C. Boileau Grant Chair in Oncologic Pathology.
The incumbent will have an active research program in oncologic pathology and be involved in teaching undergraduate, graduate and postgraduate students at the University of Toronto. The incumbent is expected to have a well funded, independent, research program as well as interact with other investigators and groups in joint projects. The individual will qualify for Senior Scientist status at the Ontario Cancer Institute. The incumbent will also spend time in clinical diagnostic oncologic pathology. The successful candidate should be at least at the level of Associate Professor or equivalent. Deadline for applications is March 31, 1997. Applications should be sent to Dr. Gerald J. Goldenberg, Director, Interdepartmental Division of Oncology, University of Toronto, Room 2113 Medical Science Building, 1 King’s College Circle, Toronto, ON, M5S 1A8.
The University of Toronto encourages applications from qualified women and men, members of visible minorities, aboriginal peoples and persons with disabilities. In accordance with Canadian Immigration requirements, this advertisement is directed to Canadian citizens or permanent residents.

Visit of Canadian Medical Discovery Fund
The Canadian Medical Discoveries Fund and University Medical Discoveries Inc. will be visiting Queen’s early in 1997 and have asked us to organize meetings for them with researchers who feel they have a potentially commercializable technology.

Dr. John Molloy is now trying to set the program of presentations and the date for this meeting.

Possible opportunities include:
Inducible cytochromes - Drs. Martin Petkovich and Glen Jones
Factor XA/PCPS - Drs. Alan Giles and Mike Nesheim
Neurotrophins - Drs. Rick Riopelle and Don Weaver
Molecular Mining - Drs. Suzanne Fortier, Janice Glasgow and Don Weaver
Erectile Dysfunction - Drs. Mike Adams and Jeremy Heaton
Bacterial Expression - Dr. Ken Ko (Performance Plants)

There also may be one or two other technology opportunities which may be presented.

Please contact John Molloy at Parteq if you wish to present. Each presenter must complete an Investment Opportunity Proposal and he has forms available. Please contact John Molloy if you have any questions.

Comedy Break
How many Trent students does it take to change a lightbulb?
Eleven--One to screw it and ten to support its sexual orientation
Faculty Position
Applications are requested for a position of a clinician-scientist in the Department of Pathology, University of Toronto, to provide academic leadership in oncologic pathology at the OCI/PMH. The incumbent will occupy the J.C. Boileau Grant Chair in Oncologic Pathology. The incumbent will have an active research program in oncologic pathology and be involved in teaching undergraduate, graduate and postgraduate students at the University of Toronto. The incumbent is expected to have a well funded, independent, research program as well as interact with other investigators and groups in joint projects. The individual will qualify for Senior Scientist status at the Ontario Cancer Institute. The incumbent will also spend time in clinical diagnostic oncologic pathology. The successful candidate should be at least at the level of Associate Professor or equivalent. Deadline for applications is March 31, 1997. Applications should be sent to Dr. Gerald J. Goldenberg, Director, Interdepartmental Division of Oncology, University of Toronto, Room 2113, Medical Sciences Building, 1 King’s College Circle, Toronto, Ontario, M5S 1A8.

Two Positions Available
The Department of Pathology and Laboratory Medicine of the University of Pennsylvania has openings for staff positions at the junior level at the Presbyterian Hospital which is now integrated in our Health System and six blocks from the Hospital of the University of Pennsylvania. Candidates must be board (AP/CP) certified. Candidates should have additional fellowship training in an area of anatomic or clinical pathology. Interest/experience in graduate/undergraduate teaching is desirable. Demonstrated subspecialty interest in surgical pathology, cytopathology, hematopathology, or blood banking and familiarity with modern molecular diagnostic techniques is expected. Academic rank commensurate with experience and scholarship candidates should be qualified for an unrestricted medical license in Pennsylvania. The University of Pennsylvania is an equal opportunity employer. Send curriculum vitae, bibliography and name of three references by January 15th, 1997 to: Leonard Jarett, MD, Chair, Department of Pathology and Laboratory Medicine, University of Pennsylvania Medical Center, 3400 Spruce Street, 6 West Gates, Philadelphia, PA 19104-4283, USA.

Research Applicant
Dr. Jie Liu is looking for a position as a research assistant, or postdoctoral fellow. If you are interested and would like to see a copy of his CV please see Barb in Dr. Manley’s office.

How many Western students does it take to change a lightbulb?
Five--One to change the lightbulb and four to find the perfect J. Crew outfit to wear for the occasion

Comedy Break
How many Queen’s students does it take to change a lightbulb?
One--he holds the bulb and the world revolves around him

Comedy Break
How many McMaster students does it take to change a lightbulb?
Two--One to change the bulb and the other to say loudly how he did it as well as a Queen’s student.

Congratulations
Peter Glynn heard recently from the College of Medical Laboratory Technologists of Ontario’s President, Karen Longlade. Longlade was writing in recognition of KGH
staff member, Mary Waugh’s valuable contribution to the college’s activities. She expressed her appreciation for Waugh’s leadership, judgment and experience which have contributed to professional excellence and thanked KGH for supporting such activities which advance public interest.

Grants & Deadlines

Program of Ontario/Quebec Projects of Exchange
The Ontario-Quebec Projects of Exchange provides travel grants in support of joint research projects and academic exchanges between Ontario and Quebec universities. The Ministry is requesting that all applications from Queen’s be sent in a consolidated package. Therefore, the deadline for receipt of applications in the Office of Research Services will be on January 10, 1997, five days prior to the Ministry deadline which is January 17, 1997. For more information see Barb in Dr. Manley’s office.

POSTDOCTORAL FELLOW SUPPORT
The objective of this Advisory Research Committee/Principal’s Develop Fund program is to attract outstanding Postdoctoral Fellows (PDFs) to Queen’s. Funding under this category is intended to provide a guarantee of funding for one year to PDFs who have applied for external agency support. This Fellowship is to assure a salary for the PDF if external funding is not obtained. If external funding is received within the first year, funding from the Fellowship will be reduced accordingly. Successful applicants are expected to obtain external funding for the second year of their appointment. The fellowship must be taken up within nine months of the date of the award. (Announcement of Awards March 1 - Fellowship start date not later than December 1). Application deadline is February 15, 1997. For further information see Barb in Dr. Manley’s office.

Canadian Society for Mucopolysaccharide & Related Diseases Inc.
The Canadian Society for Mucopolysaccharide & Related Diseases Inc. has available a limited number of summer student ships for medical and university undergraduates. The student ships are tenable at any university centre in Canada. Successful candidates will be chosen by the Medical Advisory Committee of the Society on the basis of information provided in the official application form. There is no limit on the number of student ships tenable in any given medical centre. Successful candidates will be expected to spend at least 12 weeks working on their project and will be asked to submit a formal written report summarizing the results of their research at the end of the period. The stipend will be $4,000.00 payable directly to the student. Application forms may be obtained from the Office of Medical Research Services.

Terry Fox Clinical Cancer Research Fellowships
NCIC is seeking applications for Terry Fox Clinical Cancer Research Fellowships from outstanding physicians seeking specialized training in clinical cancer research. The duration of all NCIC personnel awards may be for a period of one or two years beginning on July 1 of each year. The annual value of the stipend is dependent upon the number of years of post MD experience. The stipend scale ranges from $29,200 per year for awardees with no experience up to a maximum of $45,400 for awardees with six or more years of post MD experience. Fellows are expected to devote 80% of their working time to their research program. The deadline for applications is February 3, 1997. For information and applications forms please contact the Research Services in the Faculty of Medicine or contact the NCIC directly at: Research
Awards Manager, National Cancer Institute of Canada, 10 Alcorn Avenue, Suite 200, Toronto, Ontario, M4V 3B1, telephone: 416-961-7223 or fax 416-9614189.

National Parkinson Foundation Research Grants

The National Parkinson Foundation, makes funds available for the support of basic research on Parkinson’s disease. The studies must have the potential of finding the cause(s) and/or means of preventing Parkinson’s disease. The award for a single grant will not exceed $40,000 during one year. None of these monies are to be utilized for administrative overhead or travel expenses.

All Postdoctoral fellowship applications must be accompanied by a letter of support from the mentor. Said mentor must include curriculum vitae (following current NIH guidelines). Further, both applicant and mentor must provide all current and pending funding (federal, private grants/contracts).

The deadline for receipt of applications is February 1, 1997. A final decision will be made by May 15, 1997. Funding will begin on June 1, 1997. For further details see Barb in Dr. Manley’s office.

Wallace M. Hill

The department was saddened by the recent death of Wallace (Wally) M. Hill who passed away on Friday, December 13, 1996, in his 80th year. Wally became Administrator of the Department of Pathology in 1974 after his retirement as Captain, Horse Artillery and Commandant, Corps of Commissionaires.

During his career in Pathology, Wally was always an active member of the community. He was a former member of the Kiwanis Club of Kingston, a life member of the Masonic Order and a former member of the Garrison Golf and Curling Club. He was a remarkable golfer and he loved curling, skipping his Queen’s Mixed Curling League Pathology Team to a Championship.

Wally retired, reluctantly, from the Department in July 1982 leaving the job that he loved. He truly missed the staff and dropped in frequently to visit everyone and to find out how things were going in the department. He was always proud of the accomplishments of the staff.

Wally will be missed by all who had the pleasure of knowing him. He leaves behind his wife Alexa, daughters Linda Patry and Karen Hains, 5 grandchildren and 3 great-grandchildren. A memorial service was held on Monday, December 16th.

Comedy Break

How many Carleton students does it take to change a lightbulb?

Two--One to change the bulb and one to complain about how if they were at a better school the lightbulb wouldn't go out.

KGH News

! Teleconferences/Education for January:

Mon. Jan. 13, 1205-1250 hrs: "Evolution and Revolution in Clinical Labs"

ALL TELECONFERENCEs/VIDEOCONFERENCEs HELD IN TRAINING & DEVELOPMENT, EMPIRE 1

! How to cope with the "Post-Christmas Bulges"?

• KGH Aerobics - new session beginning January 2, in the Burr Gym daily at 1205-1230 hrs. Details and registration through Occupational Health or call 4496 to
Construction News
• Construction continues on Connell 3 and is scheduled for completion in March; this will accommodate a 35-bed Medical Unit.
• ICU has been expanded to accommodate 5 extra beds; a sixth bed will be added in future, bringing the total to 21.
• A Same Day Admission Centre (SDAC) will be housed on Dietary 2, for procedures to be done the day of admission.

Hospital Shuttle Service
• A shuttle service has been implemented between KGH, HDH, SMOL and Providence Manor. It will run from 7:00 am to 6:00 pm Monday to Friday, excluding statutory holidays. There is a continuous route from SMOL to KGH to Botterell Hall to HDH to Providence Manor to HDH to KGH to SMOL, with a five-minute transport between each site (total route = 30 minutes). Buses leave KGH main entrance and Burr Wing entrance every 30 minutes.

Hospital Library
• The following new books are available in the hospital library, Dietary 2:
  "Food, Nutrition & Diet Therapy" (Krause)
  "Planning and Conducting Needs Assessments" (Witkin)
  "Law for Canadian Healthcare Administrators" (Morris)
  "The Canadian Family Guide to Stroke"
  "Information Management" (Mills)
  "PDQ Statistics" (Streiner)

What's Happening in the Labs?
• No report this month.

Comedy Break
How many McGill students does it take to change a lightbulb?
One--but she can't do it on Friday night.

Queen's Education Programs
Registration forms are available from Kevin or the Computing Info Centre in Stauffer Library.

1997 Winter/Spring Education Program Schedule
** (S) Seminar
--(S) seminar
Registration starts 6 January 1997

Wednesday JAN 15  7pm-9pm
Introduction to QLINK for Internet Access (S)  Stauffer 121  Troy Kay

Thursday JAN 16  11am-12noon
WordPerfect to MS Word (S)  Stauffer 121  Vickie Meulenbroeks

Tuesday JAN 21  9:30am-12noon
Introduction to Electronic Mail Using Eudora  Stauffer 007  Bill Joslin

Wednesday JAN 22  7pm-9pm
Connecting to Queen's by Modem (S)  Stauffer 121  Mark Fleming  Geoff Leboldus

Monday JAN 27  1:30pm-4pm
Introduction to Unix (Part 2)  Jeffery 156  Marco Giaccomello

Tuesday JAN 28  9:30am-12noon
Introduction to Internet Tools on a Macintosh  Stauffer 008A  Mark Fleming

Monday FEB 3  1:30pm-4pm
Introduction to Unix (Part 2)  Jeffery 156  Marco Giaccomello

Tuesday FEB 4  9:30am-12noon
Introduction to Internet Tools in Windows  Stauffer 007  Troy Kay

Thursday FEB 6  9:30am-12noon
Introduction to Electronic Mail Using Eudora  Stauffer 008A  Bill Joslin

Tuesday FEB 11  9:30am-12noon
Advanced Web Publishing Topics  Stauffer 007  Troy Kay

Monday MAR 3  1:30pm-4pm
Introduction to Electronic Mail Using Eudora  Stauffer 007  Bill Joslin

Wednesday MAR 26  1:30pm-4pm

The Devil's Tower in Wyoming
From Kevin's drive to the West Coast a few years back

Network News
Our Novell Netware File Server Pathology underwent some upgrades just before Christmas. Unfortunately they were not very stable and the network came down several times over the Queen's shutdown period. These upgrades have been removed for the time being and stability should be back.

Anti-virus Software
We are still expecting new site licenced anti-virus software from Queen's ITS any time now. The windows based Dr. Solomon's Kit should get around the existing memory problems involved with using the F-PROT files with Windows.
Comedy Break

How many Brock students does it take to change a light bulb?
Seven—One to change the light bulb and six to throw a party because he didn’t screw it in upside down this time.

New Pegasus Mail for Windows v2.52 installed January 7th

What’s new in WinPMail v2.5? It is a major release with a large number of important enhancements over previous versions, but the greatest emphasis has been on reworking the program to improve its usability and interface. For complete details of new features check the file f:\apps\wpmail\whats.new

Pegasus is available on a floppy disk for you to take home and install. As well there are two pages of configuration screen captures to help you configure it at home.

Pathology News Submissions

SUBMISSION DATE: Pathology News will be mailed to all faculty, housestaff, graduate students, and anyone who requests it on the Thursday following the first Monday of the month. The next deadline date for submission will be Monday February 3rd, 1997

Send items (in order of preference) by: 1) email, 2) floppy disk, 3) paper mail, or 4) FAX.

If the submission is lengthy and if publications number more than 1 or 2, please send on disk (which will be returned promptly) in virtually any format or put on the Pathology network, location pathology/sys:general\pathnews (more commonly mapped as drive f).

Please type or print your submission and have it in a form ready to cut and paste into the newsletter. Don’t forget to indicate who submitted the information.